

**Capital Area Human Services District Board Meeting
December 5, 2018**

Directors Present: Thomas Sawyer, Chair; Kathy D’Albor, Vice Chair; Amy Betts Christy Burnett; Dana Carpenter, PhD; Gerri Hobdy; Gail Hurst; Becky Katz; Virginia Pearson; and Gary Spillman

Directors Absent: Laverne Aguillard; Rev. Louis Askins; Vickie King, and Genny Nadler-Thomas

	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of the December 5, 2018 Consent Agenda and Approval of the Minutes for November 5, 2018.	Mr. Sawyer	Mr. Thomas Sawyer, Board Chair, called the meeting to order at approximately 1:15 p.m. A quorum was present. Ms. Betts made a motion to approve the December 5, 2018, Consent Agenda and the minutes of November 5 th . Ms. Hurst seconded the motion.	There were no objections and the motions passed.
Public Comment	Mr. Sawyer	Mr. Sawyer read the Public Comment section. There was no public comment and this section was closed.	
Communications	Dr. Kasofsky	<ul style="list-style-type: none"> • Dr. Kasofsky thanked the Board members for their support and for attending the Capital Regional Behavioral Health Collaborative Summit. The Community-wide Response to the Opioid Epidemic Plan will be posted on the CAHSD website, www.cahsd.org. Hard copies of the plan will be mailed as requested. • CAHSD Annual Meeting - 12/14 – Board members are invited to attend. The meeting will be held at the Holiday Inn South, Airline Highway @ 8:30 a.m. Willie Johnson and members of her organization will give interactive presentations. A reminder announcement with detailed information will be emailed to the Board members. 	
CARF Survey Summary	Dr. Kasofsky	<ul style="list-style-type: none"> • CARF Accreditation – Board members received a copy of the CARF letter announcing CAHSD’s 3-year accreditation. Copies of the detailed CARF report were available for review. <ul style="list-style-type: none"> ➢ A letter from the Board chairman will be sent to CAHSD staff congratulating/commending them on a successful CARF audit. ➢ Dr. Kasofsky stated that a successful audit means that standards were met and staff was well prepared for the survey. 	
SGR Report	Dr. Kasofsky	<ul style="list-style-type: none"> • SGR Report – Dr. Kasofsky provided an overview of the SGR report. She stated that CAHSD is on target. Services have been provided but billing is lagging for different reasons. 	
Progress on Multiple Grants	Dr. Kasofsky	<ul style="list-style-type: none"> • CAHSD is doing well with the grant money received. Needed positions are being filled. Hiring is somewhat difficult because with all of the opioid grants available, providers are trying to hire many of the same people. An overview was provided regarding program 	

		<p>startups and staffing issues that are in the process of being worked out.</p> <ul style="list-style-type: none"> • Integrated Care Grant –CAHSD has a contract in place with LDH and with OHCC for this grant. OHCC will be paying CAHSD rent in order to clearly delineate that we are two separate organizations. 	
BR Clinic Expansion	Dr. Kasofsky	<ul style="list-style-type: none"> • Two part-time staff people have been hired to work in the BR Clinic. Added to the FT staff, this provides 70 hours per week. Baton Rouge Clinic is working to arrange working space and is reimbursing CAHSD for care management. • Dr. Kasofsky stated CAHSD is continuing efforts to hire a second full mobile team. • J. Nosacka and Dr. Laughinghouse are working together to put contracts in place for upcoming grants. Consideration is being given to rehiring a CAHSD retiree who will have the responsibility for getting specific programs up and running, 	
CAHSD Move Planning	Dr. Kasofsky	<ul style="list-style-type: none"> • Dr. Kasofsky stated that she has been asked if CAHSD is making any progress to find space to relocate. She explained the Baton Rouge General property would not meet the needs of CAHSD due to the lay of their space. • Dr. Kasofsky and R. Harris visited Bon Carre on Florida Blvd. to look at available space. The building has a lot of space. CAHSD Admin could be located on one side and clinical services on the other. Parking would be in the front. CAHSD should receive a floor plan soon. An update will be provided at the next Board meeting. CAHSD needs approximately 40k square feet. • CAHSD will receive money from the State to pay rent. There was discussion regarding how the space could be utilized. 	Identification of appropriate space to relocate services is proceeding.
Board Membership Status	Dr. Kasofsky	<ul style="list-style-type: none"> • Boards & Commissions notified CAHSD that East Feliciana submitted three names to the Governor for consideration to fill one of their Board vacancies. Ms. Genny Nadler Thomas was appointed. • Rikki Permenter, PhD, paperwork was recently submitted by EFP to the Governor for consideration. • Ascension Parish submitted paper work for reappointments of Ms. Burnett and Ms. Katz. • WBR Parish submitted the required paperwork for the reappointment of Mr. Spillman and a nominee recommendation for the vacant position. • The following Board members were reappointed. Ms. Hobdy, East Baton Rouge Parish, and Ms. Betts, West Feliciana. • Dr. Kasofsky thanked the Board members for their patience during the process of filling the vacant Board seats and their efforts in maintaining a quorum for meetings. 	

Report from Chairman			
Board Policy Review by Direct Inspection/Board Business			
2018 Ends Policy	Mr. Sawyer	<ul style="list-style-type: none"> The 2018 Ends Plan was deferred to the January meeting. 	
Signed Policy Limits Form	Mr. Sawyer	<ul style="list-style-type: none"> As part of the Executive Director performance evaluation, the signed Policy Limits Form was distributed to Board members for review. 	
Appointment of the Evaluation Committee	Mr. Sawyer	<ul style="list-style-type: none"> The following Board members were appointed to the Evaluation Committee: Mr. Sawyer, Ms. Pearson, Ms. D'Albor and Ms. Hurst. They will meet prior to the next Board meeting at 12:30 p.m. in Room 200A. 	
Bridge Center Update	General Discussion	<ul style="list-style-type: none"> An update was provided on the Bridge Center. 	
Monitoring Executive Director Performance Comments	Mr. Sawyer	<ul style="list-style-type: none"> The Monitoring Executive Director Performance Comments form was distributed. Completed forms can be returned at the meeting or via fax or email. 	
Asset Protection Policy	Mr. Sawyer	<ul style="list-style-type: none"> The Board reviewed the Asset Protection Policy. Ms. Katz made a motion to approve the policy without changes. Ms. Pearson seconded the motion. The agency is in compliance. 	There were no objections and the motions passed.
Policy Review Assignment Agenda Planning	Ms. Burnett	<ul style="list-style-type: none"> Ms. Burnett provided an overview of the Agenda Planning Policy and stated that the Board is in compliance. 	
Next Policy Assignment	Mr. Sawyer	<ul style="list-style-type: none"> Policy Review Assignment: Mr. Spillman was assigned to review the Chairperson's Role at the next meeting. 	
Adjournment	Mr. Sawyer	<ul style="list-style-type: none"> Ms. Burnett made a motion to adjourn the meeting. Mr. Spillman seconded the motion. 	There were no objections and the motions passed.
Next Meeting	Mr. Sawyer	The next CAHSD Board meeting will be on January 7, 2019, at 1:00 p.m. at 4615 Government Street, Building 2, Room 200A.	